

on the Record, *Online*

*News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History*

Volume 3 ♦ Number 3 ♦ May, 2005

*For publications and further information about our services to
state and local governments, check our [WEB](#) page.*

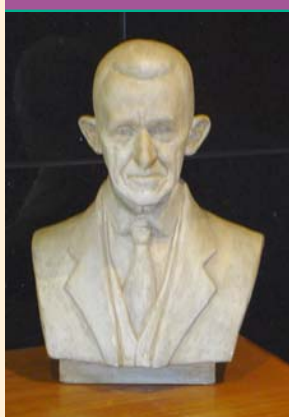
Records Management Conference Success



Conference attendees tour the State Records Center

The Archives' April 5 records management conference was a great success by any criteria one would care to measure it by. By the numbers it was certainly successful, with over 160 attending. In fact, so many had registered by the middle of the week previous to the conference that registration had to be closed and folks turned away. The conference day was beautiful – sunny with the temperature in the low eighties, allowing conference attendees to

enjoy the Archives & History Center's garden during breaks and lunch. The sessions dealt with the Archives' requirements and recommended best practices in inventorying and scheduling, digital imaging, disaster planning, electronic recordkeeping, microfilm practices, and record storage. Tours of the Archives and History Center and the State Records Center were also available during the day. The written evaluations of the conference submitted by more than a third of the attendees will be very useful in planning for future education and training activities. Click [here](#) for the conference picture gallery. Stay tuned for the spring 2006 conference.



*Alexander Salley, Jr.
Historical Commission
Secretary, 1905-1949*

The Archives Celebrates 100 Years

2005 marks the SC Department of Archives and History's 100th anniversary. The Archives celebrated in late February with a three-day symposium open to the public, with eighteen prominent South Carolina historians making presentations on major themes in South Carolina history and trends in scholarship about South Carolina. An exhibit on the SCDAH's history can be seen in the J. Verne Smith Gallery at the Archives and History Center. For an online version of the exhibit, [follow this link](#).

Electronic Records Management Guidelines Become Standards

Two sections of the Archives' electronic records guidelines were approved recently by the state's Architecture Oversight Committee (AOC) as standards for state government: *Electronic Document Management* and *Digital Imaging Standards*. (See the last issue of *On the Record, Online* for details on the guidelines).

Revision of State Law Affects State Government Publications

Governor Sanford recently signed into law a significant amendment to the State Depository System. The amended law retains the standing requirement that state agencies forward fifteen copies of hardcopy publications to the SC State Library (SCSL) but adds that publications issued only in electronic form "... must be electronically provided to the State Library within fifteen days of the publication's posting or distribution." State Librarian James B. Johnson considers this "... important recognition of the increase in electronic publication by state government agencies and that those publications should be made available for public access through the state depository system just as hard copy versions have been." He also notes that support provided by Senators Wes Hayes and Gerald Malloy and Representative Ronald Townsend was crucial to the success of the amendment. For the text of the amendment, [follow this link](#). For questions, contact Elaine Sandberg, State Documents Librarian, SCSL, 803-734-8625, or elaine@leo.scsl.state.sc.us

Awards

The [SC State Historical Records Advisory Board](#) selected two individuals and an organization for awards of merit. The awards were presented on February 23rd during the SCDAH's anniversary symposium (see page 1):

Tricia Price Glenn, Assistant Archivist, Edgefield County Archives, for her dedication to and accomplishments in preserving and promoting Edgefield County's documentary and cultural heritage.

Dennis S. Taylor, University Archivist, Clemson University Libraries, for contributions to Clemson University Libraries' archival program, the wider appreciation of South Carolina history, and the development of the South Carolina archival community.

Friends of the Camden Archives and Museum, for providing support for the Camden Archives and Museum and increasing awareness and appreciation of South Carolina's documentary heritage.

For further details and photographs, [follow this link](#).

Order of the Palmetto Awarded to SC SHRAB Member

Dr. David R. Chesnutt, a twenty-three year veteran of the SC State Historical Records Advisory Board (SC SHRAB) was recently honored by Governor Mark Sanford with the Order of the Palmetto, the "... highest civilian honor for extraordinary lifetime achievement and service to the state and nation."

[This link](#) provides details and photographs.

Collaboration: State Library, Archives, and CIO



Elaine Sandberg, Troy Travis, Donald Chalfant

The Library of Congress (LC) is sponsoring workshops during 2005 to help states assess capabilities and develop strategies for preserving state government information in digital form. This is part of LC's National Digital Information Infrastructure and Preservation Program ([NDIIPP](#)), which is building a national preservation network. South Carolina

has been invited to attend and will be sending staff members from the State Library (SCSL), the Chief Information Officer Office (CIO), and the SC Department of Archives and History (SCDAH): Elaine Sandberg, Government Documents Librarian, SCSL; Troy Travis, Director-Enterprise Computing Services, CIO; and Donald Chalfant, Electronic Records Archivist, SCDAH. [This link](#) provides an article on the initiative.

The Archives Online

Be sure to become familiar with the resources available via the Archives' website. There is a great deal of information about South Carolina state and local government [records management](#) on the website, including technical information, policies, information about our services, and guidance and forms. You may also be interested to know what we have from your agency or local government available for public access at the Archives and History Center. [Click here](#) to explore our summary guide to Archives holdings. In addition, we have a document-level index to over 300,000 of our older records available for searching via the [Online Records Index](#). Finally, we are scanning selected holdings for access via the Online Records Index. To see a list of the records series scanned, [follow this link](#).

News From the Wider World

Non-Records Management: What's Your Excuse? Regardless of your reason for not having a sound records management strategy; it's not good enough (from *AIIM E-Doc Magazine*, January 2005)

Electronic Recordkeeping Advances Down Under: "Permanent Record" (from *CIO Government*, March 29, 2005)

CD/DVD Longevity Study: "Digital preservation group seeks agency feedback" (from *Government Computer News*, February 25, 2005)

"Disc Expiration Dates Debated" (from *CNET News*, March 29, 2005)

On the horizon: "Start-up debuts holographic storage device" (from *Government Computer News*, March 10, 2005)

A Final Word

For quite a while it seemed like records management (RM) was in a decline, linked in the minds of most exclusively with paper, considered an outmoded medium in this fast-paced digital age. This seemed to be confirmed as budget cuts reduced programs in state agencies and local governments and eliminated over half the RM staff in the Archives. No one can say with certainty that the bad days are behind us, but I am very heartened by recent developments. The large group that attended our recent conference (see story above) is certainly testimony that RM is still a valued pursuit, with state and local government program as well as records management staff hungry for knowledge and direction in managing records. And it's not just paper records anymore. Not only do we now offer training and instruction from an RM perspective in electronic records and digital imaging, we have also contributed to the State's development of information architecture standards (see story above), recognition that RM transcends any particular medium and has value to add in the digital age.

Do these successes mean that the Archives will get back the staff and resources lost these past few years and charge forward as if nothing has happened? Not likely (though I would like to be proven wrong!), but, just as you do, we continue to do the most possible with what we have. Let me know your thoughts about RM in the Palmetto State.

Roy H. Tryon, CA, CRM
State Archivist and Records Administrator



Links

Records Management Conference photo gallery

www.palmettohistory.org/photos.htm

The Centennial exhibit online

www.palmettohistory.org/exhibits/centennial/centennial.htm

State Architecture Oversight Committee (AOC)

www.cio.sc.gov/cioContent.asp?pageID=218&menuID=280

(See link under Roadmap Notes) Electronic Document Management standards

www.cio.sc.gov/SCEA/E-Document-Management-Systems.pdf

(See link under Roadmap Notes) Digital Imaging Standards

www.cio.sc.gov/SCEA/E-Document-Management-Systems.pdf

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www.state.sc.us/scdah/OTR018.pdf

Text of amendment to state publications law

www.scstatehouse.net/sess116_2005-2006/bills/319.htm

SC State Historical Records Advisory Board

www.state.sc.us/scdah/shrab/shrab1.htm

Archives Awards of Merit winners

www.state.sc.us/scdah/shrab/shrabawards2005.htm

Order of Palmetto presented to Dr. David R. Chesnutt

www.state.sc.us/scdah/shrab/chesnutaward.htm

National Digital Information Infrastructure and preservation Program

www.digitalpreservation.gov

Article on Library of Congress initiative

www.fcw.com/article88434-03-30-05-Web

South Carolina state and local government records management

www.state.sc.us/scdah/statelcl.htm

Summary guide to Archives holdings

www.state.sc.us/scdah/guide/guide.htm

Online Records Index

www.archivesindex.sc.gov/

List of scanned holdings available on-line

www.state.sc.us/scdah/pilotintro.htm

Non-Records Management: What's Your Excuse?

www.edocmagazine.com/vault_articles.asp?ID=29250&header=e_webexclusive_header.gif

Electronic Recordkeeping Advances Down Under

www.cio.com.au/index.php/id;163610868;fp;4;fpid;21



More Links

DVD Longevity Study

www.gcn.com/vol1_no1/daily-updates/35169-1.html

Disc Expiration Dates Debated

news.com.com/Disc+expiration+dates+debated/2100-1041_3-5645832.html?tag=nefd.top

On the horizon: Start-up debuts holographic storage device

www.gcn.com/vol1_no1/daily-updates/35256-1.html